DESK OPERATING PROCEDURE   023-R1
REPORTS AND ANALYSIS DIVISION
APRIL 2004

CIVIL WORKS FUNDS
BONNEVILLE POWER ADMINISTRATION
(96-89X4045)

We receive obligation and disbursing authority from the Department of Energy under Section 2406 of the National Energy Policy Act (16USC 839d-1). Funding is to be used for expenses incurred in support of the hydropower system in the Pacific Northwest. This system is comprised of 21 dams in the Columbia River Basin.

We have three districts' which receive Bonneville Power Administration (BPA) funding: Portland, Seattle, and Walla Walla.

HQUSACE POC for BPA funding is Mark Guest, 202-761-4649.

Authority is monitored according to the sub-agreement between the Corps and BPA.

SF1151:

BPA prepares an SF1151 to transfer disbursing authority from the Department of Energy (89X4045) to the Corps (96-89X4045, or 96X3123 for annual power budget). SF1151's to X3123 or X4045 are not loaded in PBAS nor are FAD's issued (per Tom Brockman).

The SF1151's Non expenditure Transfer Authority is posted on the GWA website. You must have permissions to access GWA system. See SOP105 for access to GWA.

Post the SF1151's for 96-89X4045 and 96X3123 to the excel spreadsheet in "J" drive.

 "ufcops\sharedoc\radiv\civ\trustfund\casbal.xls"

Monthly:

At month-end, retrieve the actual disbursements reported on the SF1220 through CEEMIS.

At month end, retrieve the actual disbursement reported on the SF1220/SF224 through CEEMIS after the 1219/1220 reports have accepted.

Click on **Internet Explorer icon**.

Click on the **Mindterm icon.**

Click yes on the security alert.

Clink on the **cpc25 hyperlink**.

Select yes on the security alert.

Select yes on the license agreement.

Select yes on the confirmation.

Enter login:

Select **OK** on the alert

Enter Password:

      Type **orase ceemis2**

      Enter your **user ID**.

      Enter your **password**.

      Type **sqlplus**.

      Enter your **user ID**.

      Enter your **Oracle Password**.

      Typer **sta**.*cumdisbXX.sql* at the sqlplus prompt.

Enter *4045* at the Enter Value for Appropriation prompt and hit carriage return.

Type **WinPrint output.lst** to printout the selected data.

Enter *lo* to logoff the system.

Post the actual disbursements to the Excel spreadsheet, filename BPADisbAuth.xls located on the "J" drive in the "ufcops\sharedoc\radiv\civ\trustfund\Cashbal\BPA" directory. ***If actual exceeds available, the District is supposed to provide a written explanation.***

Budgetary Authority:

The Districts receive budgetary authority through issuance of a Memorandum of agreement or Work Allowance issued by HQUSACE Budget Office. We receive a copy of the work allowance document and/or memorandum of agreement from William Caldwell. Prior to receiving the a work allowance we will receive a memorandum & sub-agreement via email from the district. Save these to your folder. This document serves as the basis to adjust the amount of budgetary authority loaded in PBAS. ***We do not issue the FAD for budgetary authority. HQUSACE Budget office will issue the FAD's.***

We **load** the funds under **CECW963-03**. To load the funds in PBAS:

Sign on to PBAS

Enter: your userid **PCYXX/password** (include the slash mark when entering)

Funds Distribution User Name: **CECW963 03** [*enter*]

ENTER COMMAND NUMBER: **10**

BASIC SYMBOL: **4045** (**or 3123** for Annual Power Budget)

FISCAL-YR: **X** [*space*]

PROGRAM YR: [**ente***r*]

ENTER Option: **3** ADD MODIFY AUTHORITY [*enter*]

Enter Option **04**, Apportionment of Budgetary Resources, in the lower right corner [**enter**]

Enter the **Work Allowance document #** as the DOC NO [*tab*]

Enter **WKAL** as the DOC TYPE [*tab*]

Enter the **amount** of the work allowance on the BUDGET AUTH line

[**enter**]

If data entered is correct, enter **END** [*enter*]

Annotate the Load Number (**LD NO: xxLxxxxx**) appearing at the top of this screen on the Work Allowance document. Example 00L09613

Post each districts' work allowances to the Excel spreadsheet, filename **cashbal.xls**, located on the "M" drive in the "ufcops\sharedoc\radiv\civ\trustfund\cashbal.xls" directory.

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